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PERSONNEL DIRECTOR MEMORANDUM NO. \_\_\_\_\_

SUBJECT: Step Increases for Wage Board Supervisory (WBS) Personnel

REFERENCE: Agency Notice No. [REDACTED] Step Increases for Ungraded Personnel

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1. The referenced Agency Notice outlines provisions for granting step increases to ungraded personnel who are compensated according to the Regular Wage Board (WB), the Lithographic Wage Board (LB), the Government Printing (GP) and Graphic Arts (GA) wage schedules.

2. The Personnel Office <sup>has</sup> approved the establishment of a separate wage schedule and classification plan, designated as the Wage Board Supervisory (WBS) Pay Plan, for the compensation of supervisory positions which had previously been compensated according to the Regular Wage Board (WB) schedule. The new plan is that prescribed by the Army-Air Force Wage Board for use in appropriate Department of Defense installations and by other Federal agencies if they so elect. Its aim is to recognize in a more realistic manner responsibilities of supervisory wage board personnel with respect to personnel and production management, and to reflect these responsibilities in their compensation.

3. Inasmuch as the Wage Board Supervisory Pay Plan is a refinement of the existing Regular Wage Board (WB) Pay Plan, provisions cited in referenced Agency Notice No. [REDACTED] applicable to granting of step increases to Regular Wage Board (WB) personnel apply likewise to Wage Board Supervisory (WBS) personnel.

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4. Increases in compensation resulting from the conversion of an individual to the Wage Board Supervisory (WBS) schedule are not to be considered as "equivalent increases" for purposes of determining eligibility for future step increases.

5. Increases resulting from the establishment of the WBS Pay Plan will be initiated on SF-52, Request for Personnel Action, and will not be given retroactive approval.

GEORGE E. MELOON  
Personnel Director

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Resident Manager, Field Installation

FROM : Chief, Classification and Wage Division

SUBJECT: Installation of Wage Board Supervisory Schedule

DATE: 28 ~~April~~ <sup>March</sup> 1953*Sample*

1. Effective 12 April 1953 a new pay and evaluation plan applicable to those wage board positions involving paramount supervisory duties will be installed. The plan is based on recognition of the increased personnel and production management responsibilities of the supervisory echelons, and is being installed also by Department of the Army and the Air Force. The Wage Board Supervisory plan (to be officially designated as WBS) establishes locality pay schedules (composed of 15 WBS grades) which are separate and distinct from the regular WB schedules.

2. For purposes of initial conversion of positions to this supervisory pay plan, the Classification and Wage Division has made tentative evaluations of each wage board position encompassing supervisory responsibilities, as below listed:

<u>Present Position</u>	<u>Position Number</u>	<u>WB Grade</u>	<u>WB Pay Rates</u>	<u>WBS Grade</u>	<u>WBS Pay Rates</u>
Maintenance Sup	C-61	24	2.20-2.55	9	2.19-2.54
Asst Maint Sup	C-62	20	1.94-2.24	7	2.01-2.33
Chef	C-79	16	1.72-1.99	4	1.77-2.05

This tentative grade will be considered the T/O grade for each position listed pending a detailed analysis of each position to determine whether a different WBS grade is in order.

3. Initial personnel conversions to the WBS schedule will be effected by submission of an SF-52. For guidance in the preparation of SF-52 and in proper pay administration methods, the following procedures are presented:

a. The nature of the conversion action will be "Pay Adjustment". The SF-52 will contain a remark to the effect that "This action results from application of the WBS schedule".

b. An employee's pay on the WBS schedule will be fixed at the same step rate as that held in the WB grade from which converted, unless a lower wage results. If the existing WB pay falls between two steps on the WBS schedule, the HIGHER of the two will be used.

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c. Pay increases resulting solely from conversion to the WBS schedule are not to be considered as "equivalent increases" for purposes of determining eligibility for future step increases.

4. Classification and Wage Division will assume responsibility for effecting T/O changes to authorize the required WBS positions, for compiling and disseminating WBS wage schedule for the locality concerned, and for providing technical assistance in connection with any wage problem arising from the conversion procedure. A representative of this Division will contact your Office to discuss position classification under the WBS plan and details concerning its application.

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